

Run, View, and Print a Trial Balance - Detail

Scope

This procedure shows how to view and print a Trial Balance.

System References

N/A

Policy

N/A

Responsibility

SFA CFO General Ledger SuperUser

SFA (Program) GL User

Distribution

N/A

Ownership

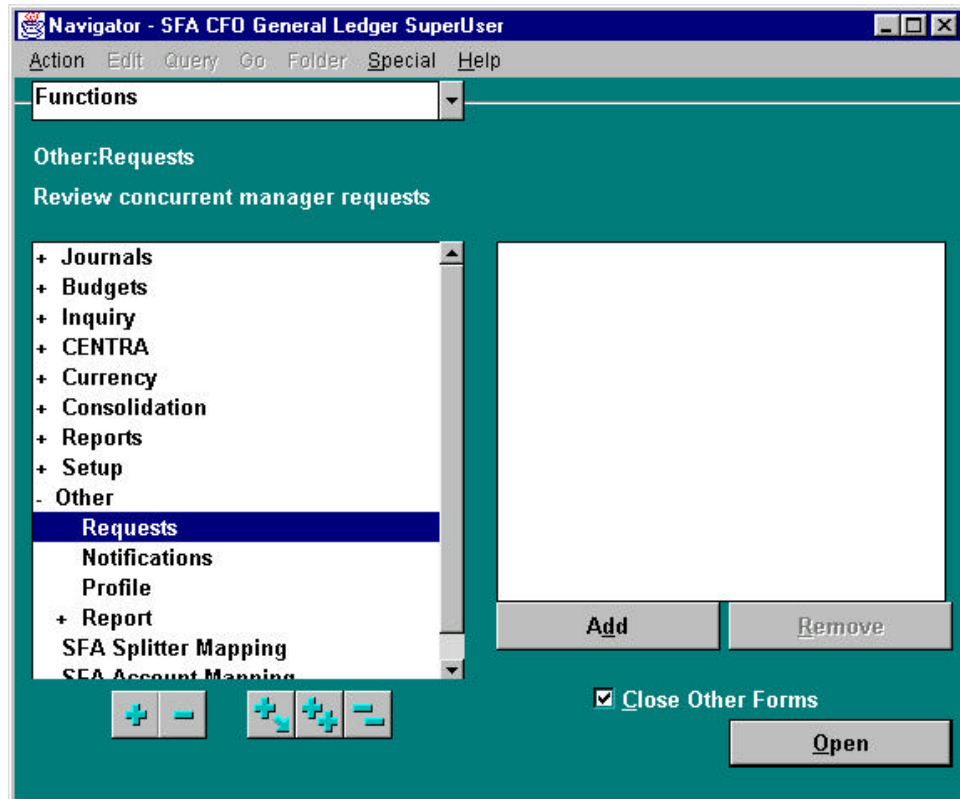
N/A

Activity Preface

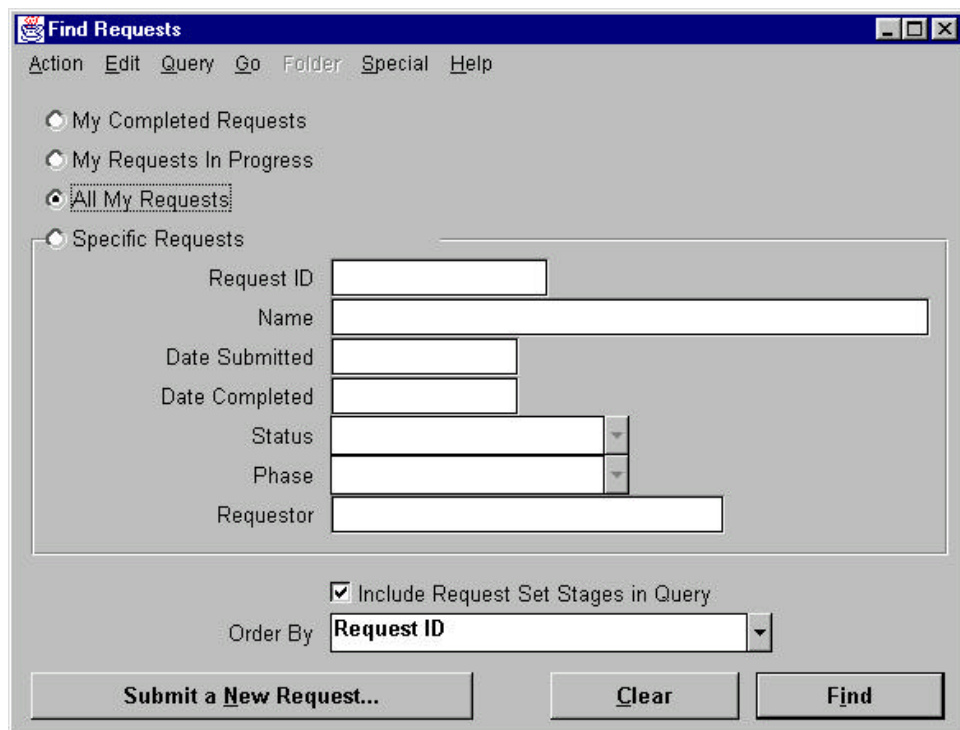
The procedure steps below describe running the Trial Balance Detail Report using the SFA CFO General Ledger SuperUser responsibility.

Run, View, and Print a Trial Balance-SFA CFO General Ledger SuperUser; SFA (Program) GL User

1. Sign onto FMS using the **SFA CFO General Ledger SuperUser** responsibility. The “Navigator” Window appears.

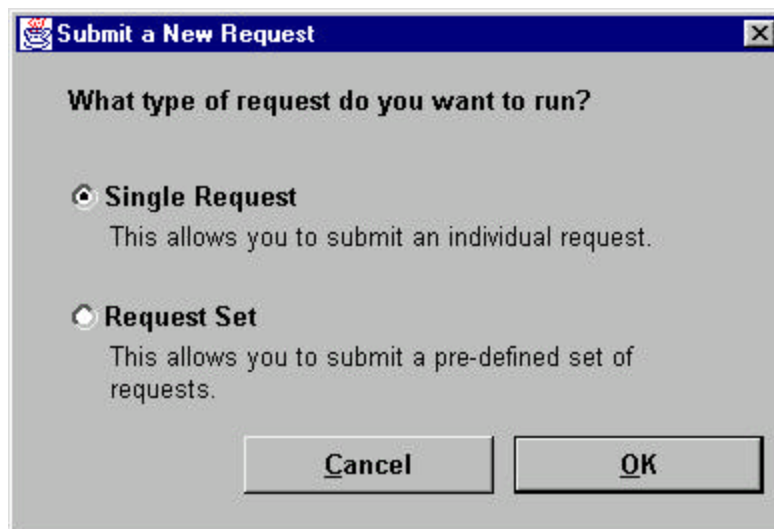


2. Double-click **Other**. The Other sub-menu appears.
3. Click **Requests** and click the **Open** button. The “Find Request” window appears.




The "Find Requests" dialog box has a menu bar with "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". Below the menu bar are four radio buttons: "My Completed Requests", "My Requests In Progress", "All My Requests" (which is selected), and "Specific Requests". Under "Specific Requests", there are input fields for "Request ID", "Name", "Date Submitted", "Date Completed", "Status", "Phase", and "Requestor". Below these fields is a checkbox labeled "Include Request Set Stages in Query" which is checked. To the left of this checkbox is the text "Order By". To the right of the checkbox is a dropdown menu currently showing "Request ID". At the bottom of the dialog are three buttons: "Submit a New Request...", "Clear", and "Find".

4. Click the **Submit a New Request** button. The "Submit a New Request" window appears.



The "Submit a New Request" dialog box has a title bar with a close button. The main text asks "What type of request do you want to run?". There are two radio buttons: "Single Request" (which is selected) and "Request Set". Below "Single Request" is the text "This allows you to submit an individual request." Below "Request Set" is the text "This allows you to submit a pre-defined set of requests." At the bottom are two buttons: "Cancel" and "OK".

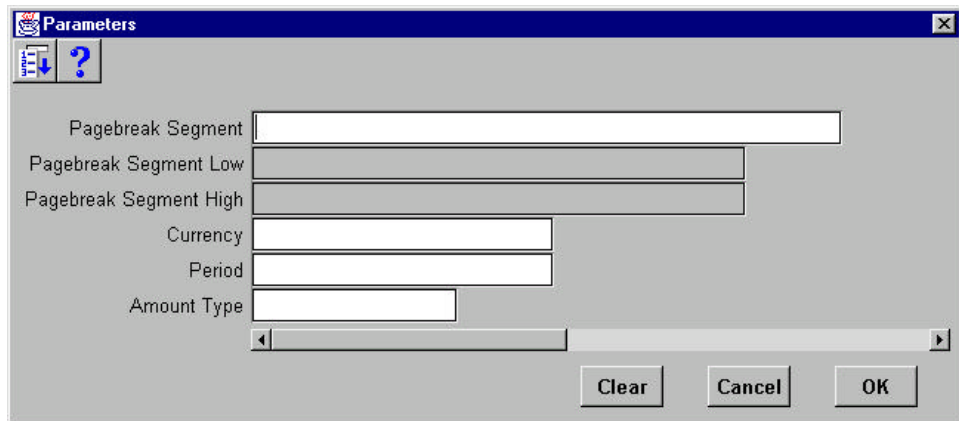
5. Click the **Single-Request** field.
6. Click the **OK** button. The "Submit Request" window appears.

7. Click the **List of Values**  icon on the “Submit Request” window to select from a list of valid values for the **Request Name** field. The “Reports” window appears.

Name	Application
Trial Balance - Average	Oracle PU
Trial Balance - Budget	Oracle PU
Trial Balance - Detail	Oracle PU
Trial Balance - Encumbrance	Oracle PU
Trial Balance - Expanded	Oracle PU
Trial Balance - Foreign Currency Detail	Oracle PU
Trial Balance - Foreign Currency Summary 1	Oracle PU
Trial Balance - Summary 1	Oracle PU
Trial Balance - Summary 2	Oracle PU
Trial Balance - Translation	Oracle PU

FYI: Type the letter “T” to display a list of reports starting with this letter.

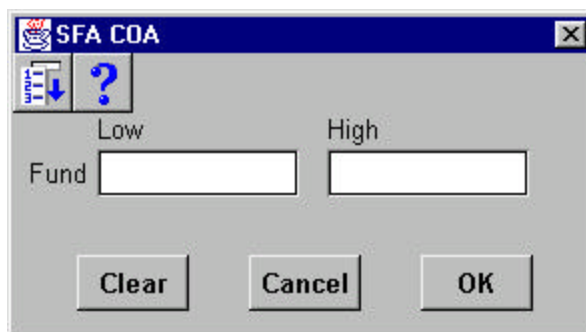
8. Click the report name and click the **OK** button. The “Parameters” window appears.



The screenshot shows the 'Parameters' window with the following fields and controls:

- Pagebreak Segment**: A text input field.
- Pagebreak Segment Low**: A text input field.
- Pagebreak Segment High**: A text input field.
- Currency**: A text input field.
- Period**: A text input field.
- Amount Type**: A text input field.
- Buttons**: 'Clear', 'Cancel', and 'OK' buttons at the bottom right.
- Icons**: A 'List of Values' icon (downward arrow) and a help icon (question mark) in the top left corner.

9. Tab to the **Pagebreak Segment** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.
10. Tab to the **Pagebreak Segment Low** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field. The "SFA COA" window appears.



The screenshot shows the 'SFA COA' window with the following fields and controls:

- Fund**: A label with two adjacent text input fields, the first labeled 'Low' and the second labeled 'High'.
- Buttons**: 'Clear', 'Cancel', and 'OK' buttons at the bottom.
- Icons**: A 'List of Values' icon (downward arrow) and a help icon (question mark) in the top left corner.

11. Tab to the **Fund Low** field and type the fund number or click the **List of Values** icon on the "SFA COA" window to select from a list of valid values.
12. Click the **OK** button. The "Parameters" window appears with the **Pagebreak Segment Low** field and the **Pagebreak Segment High** field populated.
13. Tab to the **Currency** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.
14. Tab to the **Period** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

15. Tab to the **Amount Type** field and click the **List of Values** icon on the Parameters window to select from a list of valid values for that field.

16. Click the **OK** button. The “Submit Request” window appears.

Submit Request

Action Edit Query Go Folder Special Help

Run this Request...

Request Name: Trial Balance - Detail

Parameters: Fund.0200M00.0200M00.USD.Jul-01.YTD

Language: American English

At these Times...

As Soon As Possible

Schedule...

Upon Completion...

☒ Save all Output Files

Notify: TEST2

Print To: TEST2

Completion Options...

Copy a Prior Request... Cancel Submit Request

17. Click the **Submit Request** button. The “Requests” window appears.

Requests

Action Edit Query Go Folder Special Help

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
94873	Trial Balance - Detail		Completed	Normal	1, 50133, 1, 0200M00, 0200M00, USD

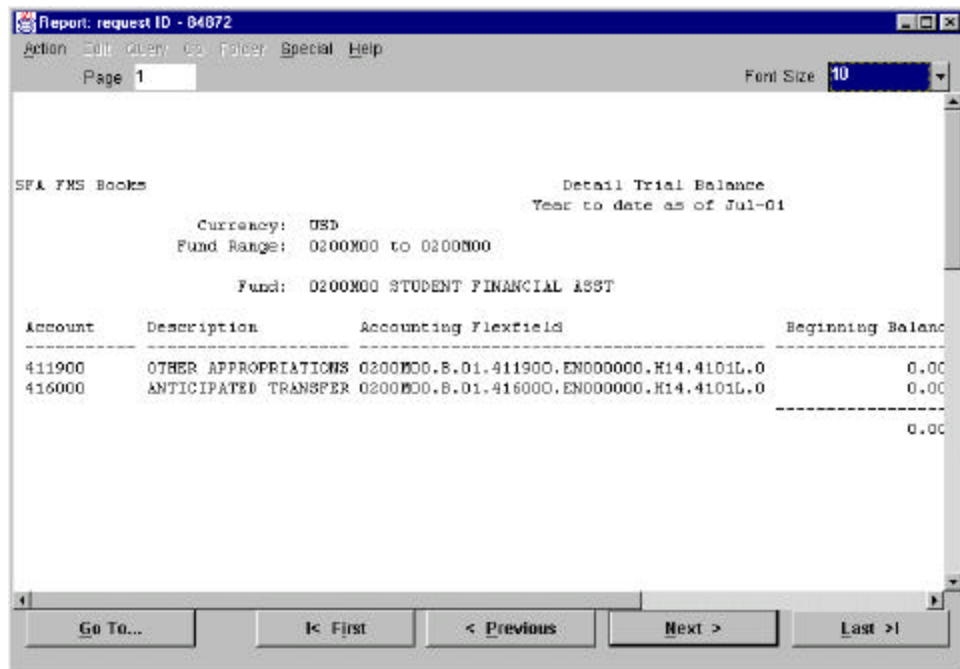
Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

18. Click the **Refresh Data** button to update the information on this window. This window displays the **Phase** and **Status** of your report request. The Phases are: Pending, Running, and Completed. The Statuses are: Normal and Error. You may need to click the **Refresh Data** button multiple times until the request is completed.

-OR-

19. While the data is being refreshed, you can minimize the “Requests” window and open the “Navigator” window to work on other tasks. In order to check on the progress of your requests, maximize the “Requests” window to view the Phase and Status.
20. Once the Request is completed, click the **View Output** button to view the Trial Balance Detail Report. The “Report: request ID - #” window appears.



The screenshot shows a window titled "Report: request ID - 84872". The menu bar includes "Action", "Edit", "View", "Go", "Folder", "Special", and "Help". Below the menu bar, there is a "Page 1" indicator and a "Font Size 10" dropdown. The main content area displays a "Detail Trial Balance" report for "SFA FMS Books". The report includes the following information:

- Currency: USD
- Fund Range: 0200M00 to 0200M00
- Fund: 0200M00 STUDENT FINANCIAL ASST
- Year to date as of Jul-01

Account	Description	Accounting Flexfield	Beginning Balance
411900	OTHER APPROPRIATIONS	0200M00.B.01.411900.EN000000.H14.4101L.0	0.00
416000	ANTICIPATED TRANSFER	0200M00.B.01.416000.EN000000.H14.4101L.0	0.00
			0.00

At the bottom of the window, there are navigation buttons: "Go To...", "< First", "< Previous", "Next >", and "Last >|".

21. Click the **Font Size** field to change the font size of the report for easier viewing.
22. Use the **scroll bar** to move through the report.
23. To print the report, select **Copy File** from the **Special** menu. The report is copied into your internet browser and can be printed using the print command of the internet browser.

24. Once the report prints, close the internet browser window displaying the report.
25. Click the **X** button to close the “Report: Request ID - # ” window. The “Requests” window appears.
26. Click the **X** button to close the “Requests” window. The “Navigator” window appears.

End of activity.

